

GREAT PLAINS INTERAGENCY DISPATCH CENTER

STANDARD OPERATING GUIDE # 11

TITLE: Cleaning Trees

EFFECTIVE DATE: October 6, 2004

UPDATED: October 2018

INTENT: To explain proper procedure for clearing the resource orders and IA cards out of the trees.

PROCEDURE:

There are two “trees” located on the Initial Attack (IA) floor; the black tree which is used to store open wildfire incidents, open prescribed fire incidents, and open cache order incidents; and a tan tree which is used to store open resource orders and/or severity/preposition orders.

1. Who Is Responsible

- 1.1. Every dispatcher is responsible for ensuring the trees do not get outdated. Severity and other preposition orders may remain in the tree, even if all resources have been released, only if there is a chance that that order will be used again in the near future.

2. IA Tree (Black)

- 2.1. The IA Tree is located on the IA floor near the North Zone desk. All “open” wildfire incident, prescribed fire incident, and cache order cards are stored in this tree. The four sides of the tree are divided into active wildfires, prescribed burns, and cache supplies. Magnet labels will list the incident name and the incident project order number.
- 2.2. Once the fires have been called out, the dispatcher will ensure that all information is current and up to date and that all tasks listed on the side of the card have been completed.
 - a. Ensure that all the WildCAD tabs have been filled out appropriately and that all information matches what is listed in the Big Black Book and the Fire Admin Database. If there is a discrepancy in the data, read the log and correct the information.
 - b. Check ROSS to ensure that all resources have been released and that their status has been reset to available local. Print final copies of

resource orders on the appropriately colored paper and post the WildCAD log to the incidents for that year in GPC Web folder.

- c. Mark the fire as being “out” on the GPC Morning Report. Pull the red fire flag off the map and file the card in the filing cabinet located near the main entrance into IA.
- d. Remove and replace the magnet label.

3. Resource Order Tree (Tan)

3.1. The tan resource order tree is located near the Intel desk. It is used to store the following:

- a. Resource orders for incidents outside of the GPC zone (Fires in Colorado)
- b. Local severity requests (state severity)
- c. Detail requests for resources coming into the zone (MWP RX Fire Support)
- d. Local ABCD miscellaneous orders (BKF ABCD Misc)
- e. Resource orders for incidents outside of GPC’s IA area (BIA and FWS Orders)
- f. Magnet labels contain the incident name and GPC number. There are four sides to the tree; cards should be filed by the GPC number starting with side A.

- 4. There are three ways to see if a resource order is complete or closed and can be removed from the resource order tree; resource calls GPC advising that they have returned from an assignment, by checking various ROSS screens, and by running a report in ROSS.

4.1. When a resource calls GPC:

- a. When a resource calls to inform GPC that they have returned from assignment open ROSS and navigate to the Request Status screen. Search for the incident paying careful attention to whether the incident is local or non-local. Dispatchers can narrow the search by selecting a specific catalog or category. After locating the resource, determine if the resource has been released in ROSS. Sometimes resources return home and GPC will have to initiate the release from a non-local incident. If the resource has been released, check to see if all resources are released. If so print all the resource orders and file the

card. Indicate on the GPC Morning Report that that specific resource has returned from assignment by crossing them off.

4.2. Checking ROSS

- a. There are different ways to look in ROSS to see if resources have been released. If the incident is a local incident the following screens can be used:

- 4.2.a.1. Request Status

- 4.2.a.2. Incident Resources

- 4.2.a.3. Resource Status

- b. If the incident is a non-local incident follow the instructions below.

- 1. Open ROSS

- 2. Go to the request status screen

- 3. A search box will pop up requesting information of the incident

- 4. Select local or non-local incident

- 5. Type in the name of the incident and a * if necessary

- 6. Select the filter button

- 7. Select the incident you are searching for and select apply

- 8. To narrow a search, selections can be made from the Catalog and category drop down menus.

- 9. Select the filter button and all resources for the incident should show up on the screen

- 10. Under the request status for the resource requested will show the status of the person (Filled, Cancelled/UTF'd, Released at incident, Released, and Demob enroute)

- 11. If Released shows up print off a new copy transfer appropriate written documentation from old copy to new and throw away old copy

- 12. If all resources have been released off the order it can be filed away. Ensure that all information is correct in the Fire Admin Database and all other places before filing away.

13. Remove the resource from the GPC Morning report if the incident is non-local.

14. Remove the name-tag in the magnet and replace with a blank one.

4.3. ROSS Reports

- a. There are many ROSS reports that can be ran to help with cleaning the resource tree.
- b. To access the ROSS reports login to ROSS and click on Reports on the tool bar.